



STEPS FOR SPECIAL IMPROVEMENT DISTRICTS

Petitioner please complete the following steps PRIOR to circulating petitions:

Step 1. _____ City Clerk's Office - Pick up Petition Form and 100% Waiver Form packet.

Step 2. _____ City Engineering Department - Meet with Engineering Department to determine:

\$ _____ total estimated cost of the project
_____ construction season to complete
_____ description of the project

Step 3. _____ City Assessor's Office - Meet with Assessor's Office to determine:

_____ property owners/signatures needed
_____ % property owners share of the cost
_____ % City's share of cost
_____ years (payment to be spread over a certain number of years for the district)

Step 4. _____ Do you believe you may get 100% approval from the property owners?

If so, you may wish to circulate BOTH the Petition and the Waiver of Notice & Appeal Form AT THE SAME TIME. This will save you a second trip to your neighbors to obtain their signatures on the Waiver form. The Waiver means that there will be no public hearings and the property owners automatically agree to pay for their share of the cost. There will be no notice and no appeal, but it will reduce the process from three months to about one month.

Through the waiver, it may also be possible for some of the property owners to pay the total cost for all property owners in a given district. Examples of this might be when a commercial property owner wishes to pay a greater portion than the residential owners or where three out of a total of five property owners wish to assume the total cost of the project. See Engineering Department for details.

STOP! Before going to Step 5, has the top part of petition and waiver been completed?

Step 5. _____ Petitioner circulates petition and waiver for signatures.

Step 6. _____ Return completed petition or waiver to the City Clerk's office. It is advisable that close to 50% of property owners who will benefit should sign the petition.

FOR YOUR INFORMATION - The following are the steps taken by the City to continue the process:

REGULAR PETITION PROCEDURE

If Petition only form (no waiver) is received:

- 1) **City Commission meeting #1**, officially receives petition, considers the support of project and may schedule a public hearing if the City Commission elects to consider the project.

Notification letter & courtesy survey cards are sent to property owners of record by City Assessor.

- 2) **City Commission meeting #2**, (one month later) A public hearing is held. City Commission may adopt resolution approving the project.

The Project is now approved.

City Engineering Department will complete in appropriate construction season.

Property owners will receive their first assessment invoice, approximately six months after the adoption of a Special Assessment District. (The actual construction work on the project may not be completed.)

WAIVER PROCEDURE

If Petition and Waiver are received:

- 1) City Commission meeting #1**, officially receives petition and waiver, considers the support of project and may approve project without any additional consideration.

The Project is now approved.

City Engineering Department will complete in appropriate construction season.

Property owners will receive their first assessment invoice approximately six months after the adoption of a Special Assessment District. (The actual construction work on the project may not be completed.)

TRAVERSE CITY
PETITION
SPECIAL IMPROVEMENT DISTRICT

**THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE CIRCULATOR
IN ORDER FOR THIS PETITION TO BE VALID.**

(Do you believe you may get 100% of the necessary signatures? If so, you may wish to circulate BOTH the Petition and the Waiver of Notice & Appeal Form AT THE SAME TIME. This will save you a second trip to your neighbors to obtain their signatures on the Waiver form.)

****Signatures of at least 50% of all affected property owners must be received before City Commission action may be taken.****

*ESTIMATED TERMS OF SPECIAL IMPROVEMENT DISTRICT

PRELIMINARY PER FOOT COST ESTIMATE TO THE PROPERTY OWNER	\$	Engineer _____
NUMBER OF ANNUAL INSTALLMENTS	#	Assessor _____

**The final determination of the terms of the special improvement district will be set by the City Commission.*

Dear Commissioners: We, the undersigned request the following special improvement project,

Improvement requested: _____

Location of improvement requested: _____

[illegible]

[illegible]

*ESTIMATED TERMS OF SPECIAL IMPROVEMENT DISTRICT

PRELIMINARY PER FOOT COST ESTIMATE TO THE PROPERTY OWNER	\$	Engineer _____
NUMBER OF ANNUAL INSTALLMENTS	#	Assessor _____
ESTIMATE ANNUAL % RATE ON INSTALLMENTS	%	Assessor _____

We, the undersigned, being all of the property owners whose property is to be affected by a special improvement described below, **do hereby waive notice of all hearings held**, or to be held, in connection with said special improvement district and **consent to the final levy of said special assessment** forthwith or at the convenience of the City Commission of Traverse City with full knowledge that by so doing we are **waiving all rights to appeal this special assessment**. We understand that the figures listed above as "Estimate of Special Improvement District" are not final and may be changed without further notification. We do further waive all irregularities or claims of irregularities in the creation of said special improvement district for the levy of said special assessment or the confirmation thereof.

Improvement requested: _____

Location of improvement requested: _____

[illegible]

[illegible]